

# **CITY OF WYLIE PARKS AND RECREATION BOARD BYLAWS**

## **ARTICLE I**

### Name

As authorized by the City Charter, City of Wylie and City Ordinance No. 78-18. This body shall be known as the Parks and Recreation Board.

## **ARTICLE II**

### Meetings

Section 1. The regular meeting of the Parks and Recreation Board shall be held monthly at the Municipal Complex council conference room unless the Board determines otherwise.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given to all Board members.

Section 3. A majority of the members shall constitute a quorum at all meetings of the Board.

Section 4. All questions presented for a vote of the Parks and Recreation Board shall be decided by a simple majority of the quorum, including the vote of the Chair.

Section 5. Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.

Section 6. Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board, in cases to which they are applicable and in which they are not inconsistent with these by-laws.

## **ARTICLE III**

### **Officers**

Section 1. The officers of the Board shall be a Chairperson, a Vice-Chairperson and a Secretary (City Staff member will be serving as Secretary).

Section 2. Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

- (a) In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.
- (b) Vacancies in officers other than the Chair shall be filled for the unexpired term by election from the remaining Parks and Recreation Board Members.

Section 4. Duties of the officers shall be as follows:

(a) Chair:

- (i) Preside at all meetings
- (ii) Represent the Parks and Recreation Board at public functions.
- (iii) Appoint special committees.
- (iv)** Assist Parks and Recreation staff in establishing the agenda for each meeting. Agenda items can be requested by the Chair at least one week prior to the scheduled meeting. Agenda items requested by any single Board Member will need to be submitted and approved by the Chair first prior to being submitted to the staff liaison. Any two Board Members (not including the Chair) can submit an item to the staff liaison to be placed on the Board Agenda at least one week prior to the scheduled meeting. Agenda items submitted must be made in writing to the staff liaison.  
*(Keep in mind that staff will need sufficient time to properly research agenda items before they are placed on an agenda.)*

(b) Vice-Chair:

- (i) Assist the Chair in directing the affairs of the Board and act in the Chair's absence.
- (c) Secretary:
  - (i) The City Secretary's office will be responsible for recording and maintaining the minutes. This "Secretary position" will be occupied by a City Staff member and not be an official Board position.
  - (ii) The Staff Liaison will be responsible for producing the agenda and distributing the agenda and minutes to the Parks and Recreation Board and City Manager. An official record of attendance will be kept in the minutes. . A yearly calendar of monthly meetings will be approved by the Board at the regular December meeting prior to the next calendar year on an annual basis.

## **ARTICLE IV**

### **Committees**

Section 1. Committees may be appointed for special purposes by the Chair and with the consent of the majority of the Board. All committees will have at least one Parks and Recreation Board member serving on them. These committees are automatically dissolved upon completion of assignment.

Section 2. Progress reports will be given at each Board Meeting and a final report on completion of assignments.

## **ARTICLE V**

### **Powers and Duties of Board Members**

Section 1. Board Members shall:

- (a) Be appointed by the City Council.
- (b) Abide by applicable ordinances of the City of Wylie.

- (c) Act in an advisory capacity to the City Council, City Manager and Parks and Recreation Staff.
- (d) Recommend policies to govern the operation and program of the Parks and Recreation Department.
- (e) Assist in planning and give guidance for expansion of parks and recreation facilities.
- (f) Assist in interpreting the policies and functions of the Parks and Recreation Department to the public. Encourage in every possible way the development and advancement of the Parks and Recreation Department.

## **ARTICLE VI**

### **Amendments**

Section 1. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least three days prior to such meeting. Such amendment would then be subject to approval by City Council.